

KY Valid Course List

HOW TO USE THIS DOCUMENT

This document contains a listing of course descriptions and parameters along with certifications that fit the parameters for a given course. The grade range and population information listed for each course are not absolute. Please choose the course that most closely represents the students in a given course.

EXAMPLE

John Q Middle School had 5th, 6th, and 7th grade students taking a Creative Art course. This course would be linked to course number **500711: Creative Art – Comprehensive**, which shows with a recommended grade range of 6th – 12th.

The courses listed in this document are not meant to replace the course titles and course numbers already in use at the school level. Schools will link their courses in the STI Valid Course List to courses listed in this document.

Schools may have created courses that are very unique in order to meet students' needs. If a course does not meet the definition or content of one contained in this document, please use course number **909999: School Defined Course**, and code the correct content through the LEAD report.

CERTIFICATIONS

It is important to note that the certificates listed are the ones that fit *ALL* of the parameters for a specific course – there may be other certificates that can teach it with slightly more restrictive parameters.

It is very important to note that not all of the certificates listed under a specific course will meet the Highly Qualified Teacher standards as defined by The No Child Left Behind Act of 2001. Please refer to the Highly Qualified guidance documents located on the Education Professional Standards Board (EPSB) website at <http://www.kyepsb.net/nclb.asp>.

In addition to Highly Qualified considerations, please take note of the following information from ***The Program of Studies for Kentucky Schools Primary-12*** with regard to middle school courses that are offered for high school credit.

High School Credit Earned in Middle School

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

- the content and the rigor of the course is the same as established in the *Program of Studies*
- the students demonstrate mastery of the middle level content as specified in the *Program of Studies*
- the district has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course
- **the middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization**

Although middle level courses list the Provisional and Standard Elementary Certificates, Grades 1-8 as allowable under the parameters of these courses, they will not meet the above requirements for courses that are offered for high school credit.

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Please contact Robin Chandler in KDE's Division of Curriculum at 502-564-2106 with any questions on content and curricula.

Please contact EPSB's Division of Certification at 502-564-4606 with any questions on credentials or permissions.

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Business Education

(060000)

Provides relevant learning that is a critical link to employment and post-secondary education, encourages the development of vital relationships with the business community, and promotes critical thinking and problem solving.

Business Education - Career Major Electives (060100)

060111 - Business Principles and Application

Grade Level: 9 - 10

Credits: 1

Description: Describes processes of business, non-profit public and private institutions and agencies, money, banking, consumer purchasing, credit, and business vocabulary

Content: Business

Population: General

060112 - Computer and Technology Applications

Grade Level: 9 - 12

Credits: 1

Description: Business tasks; vocational typewriting; interoffice correspondence; typewriting production applications

Content: Business

Population: General

Content: Computer and Technology Applications (Advanced)

Population: General

060113 - Keyboarding Applications (Business Credit)

Grade Level: 7 - 8

Credits: 0-1

Description: Touch method mastery; speed building; interoffice correspondence; stroking techniques; manuscripts; letters

Content: Business

Population: General

060114 - Touch Keyboarding, Grade 4-6

Grade Level: 4 - 6

Credits: 0

Description: To develop the touch system of keying with emphasis on the development of proper fingering techniques, posture, speed, and accuracy.

Content: Touch Keyboarding

Population: General

060121 - Business Law

Grade Level: 10 - 12

Credits: 1, 2, 3

Description: Students learn about business agreements, negotiable instruments, debtor creditor relationships

Content: Business

Population: General

060122 - Accounting and Finance Foundations

Grade Level: 9 - 11

Credits: 1

Description: This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. Detailed career exploration in the various fields of accounting will be available.

Content: Business

Population: General

060142 - Word Processing

Grade Level: 9 - 12

Credits: 1

Description: Intensified work; word processing equipment; word processing center environment

Content: Business

Population: General

060155 - Business Communications

Grade Level: 9 - 12

Credits: 1-3

Description: The study of written, oral, and electronic communication in a business environment. Emphasis is on writing letters, presenting business reports, using the telephone, electronic transfer of information, listening, interpreting, and developing business messages.

Content: Business

Population: General

060160 - Computer and Technology Concepts

Grade Level: 6 - 6

Credits: 0

Description: This course is a 9-12 weeks course designed for students in 6th grade who have minimal keyboarding experience. Computer and Technology Concepts will develop the touch system of keying with added emphasis on the development of proper keying techniques, speed, and accuracy. The first six weeks will focus on proper techniques utilizing the touch system. The final three weeks will allow the students to develop and demonstrate knowledge of basic word processing skills such as formatting letters in various letter styles, short reports with and without references, and tables. Additional emphasis will be placed on basic communications skills such as proofreading, grammar, word division, and the proper application of proofreader's marks to demonstrate the importance of mail able copy. Different telecommunications concepts may be addressed through simulation or application.

Content: Business
Population: General

060161 - Business/Marketing Concepts and Applications

Grade Level: 7 - 7

Credits: 0

Description: This course establishes basic foundations for further study in business and marketing courses and provides essential information for making financial and economic decisions. Students learn about the fundamentals of the American Free Enterprise System and work economics; application of sound money management for personal and family finances; credit management, consumer rights and responsibilities; forms of business ownership; risk and insurance; and the importance of international trade. Leadership will be provided through FBLA and/or DECA.

Content: Business

Population: General

060170 - Financial Literacy

Grade Level: 9 - 12

Credits: 1/2 - 1

Description: The Financial Literacy principles taught in the course include a study of economics, money in the economy, budgeting, credit, consumer rights and responsibilities, taxes, employee benefits, insurance, investments, and retirement planning. These principles will be taught using hands-on activities for personal use or in the business world.

Content: Business

Population: General

060172 - Math for Business and Industry for CTE credit

Grade Level: 9 - 11

Credits: 1

Description: Enables student to explore mathematical content for personal, business, and industrial use; concepts are applied through problem-solving and real-world situations

Content: Business

Population: General

060185 - Entrepreneurship

Grade Level: 11 - 12

Credits: 1,2,3

Description: Students explore rewards and risks of business ownership

Content: Business

Population: General

060188 - International Business

Grade Level: 11 - 12

Credits: 1,2,3

Description: This course is designed to provide students with basic knowledge and skills related to international economic activities and global business transactions. Students will examine the relationship of global business activities to nations, companies, and individuals in their roles as workers, consumers, and

citizens; and will examine economic, cultural, geographic, historic, and technological influences on global business activities, management principles, human relation theories, information systems, production, marketing, and finance activities.

Content: Business

Population: General

060190 - Math for Business and Industry for credit in Math

Grade Level: 9 - 12

Credits: 1

Description: Enables student to explore mathematical content for personal, business, and industrial use; concepts are applied through problem-solving and real-world situations

Content: Math for Business and Industry for the Math Elective Requirement

Population: General

060195 - Business and Marketing Career Exploration

Grade Level: 8 - 9

Credits: 1

Description: Students are provided with a survey of skills needed for school-to-work transition. Opportunities to explore the business and marketing career cluster and career paths, to heighten self-awareness, and to develop priorities and career decision-making skills are also provided.

Content: Business

Population: General

060196 - Leadership Dynamics - Business

Grade Level: 9 - 12

Credits: 1/2 - 1

Description: This course is designed to assist students with developing skills needed to be successful leaders and responsible members of society. This student will develop personal attributes and social skills. Emphasis will be placed on interpersonal skills, team building, communication, personal development and leadership. This course will include opportunities for students to apply their knowledge.

Content: Leadership Dynamics

Population: General

Due to the large number of certificates permitted to teach this course, no certificates are listed. Please check the certificate permissions on the EPSB website to verify a teacher's permission to teach this course.

060197 - Special Topics, Business

Grade Level: 9 - 12

Credits: 1/2-1

Description: Instruction related to Business but not described in above courses.

Content: Business

Population: General

060198 - Business Technology

Grade Level: 9 - 12

Credits: 1

Description: This course is designed to be a hands-on exploration of business technologies in the following areas: accounting, finance and credit, business management, marketing, economics, and computer applications.

Content: Business

Population: General

060199 - Web Page Design

Grade Level: 10 - 12

Credits: 1,2,3

Description: Students analyze structure of the worldwide web, apply basic principles of web documents and HTML, and develop multi-media web pages

Content: Web Page Design

Population: General

Business Education - Finance (060300)

A group of instructional programs that prepare individuals to perform financial or banking services. Includes instruction in credit collection, transit routing of notes and drafts, receiving and paying out money, and functions associated with processing loans and insurance claims. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

060311 - Financial Services I

Grade Level: 10 - 12

Credits: 1,2,3

Description: Banking study, teller training, field experience

Content: Business

Population: General

060351 - Financial Services II

Grade Level: 11 - 12

Credits: 1,2,3

Description: Simulation in a school bank and/or coop experience

Content: Business

Population: General

060397 - Special Topics, Financial Services

Grade Level: 9 - 12

Credits: 1/2,1

Description: Instruction related to Financial Services but not described in above courses.

Content: Business

Population: General

060399 - Advanced Finance and Credit

Grade Level: 11 - 12

Credits: 1,2,3

Description: Students develop an understanding of financial markets, investing institutions, and the finance and credit industry in our economic system; includes introduction to allocation of financial resources

Content: Business

Population: General

Business Education - Business Management (060400)

A group of courses that describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; and speech preparation. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

060411 - Business Management

Grade Level: 11 - 12

Credits: 1,2,3

Description: Describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; speech preparation

Content: Business

Population: General

060497 - Special Topics, Business Management

Grade Level: 9 - 12

Credits: 1/2, 1

Description: Instruction related to Business Management but not described in above courses.

Content: Business

Population: General

060511 - Business Economics for CTE credit

Grade Level: 9 - 12

Credits: 1/2, 1

Description: *Describes principles and methods of business principles, economic system, costs, market competition

Content: Business

Population: General

060596 - Business Economics for Economics credit within Social Studies

Grade Level: 9 - 12

Credits: 1/2,1

Description: *Describes principles and methods of business principles, economic system, costs, market competition

Content: Business Economics for Economics Credit within Social Studies

Population: General

Business Education - Multimedia (060700)

A program that prepares individuals to function in an organization as a composer, editor and proofreader of business or business-related communications

060751 - Multimedia Publishing

Grade Level: 10 - 12

Credits: 1-3

Description: This hands-on course applies publishing and presentation concepts through the development of sophisticated business documents and projects. These documents include, but are not limited to tri-fold brochures, manuscripts, reports, bi-fold programs, catalogs, newsletters, flyers, business forms, graphs, web pages, on-screen presentations, and video productions. Equipment such as scanners, digital cameras, video cameras, and color laser printers, may be utilized in creating documents. Formatting, editing, page layout, and design concepts are taught. Distribution ready publication standards are applied to all projects. Students will develop communication skills, problem-solving techniques, cooperative learning, and interpersonal skills.

Content: Business

Population: General

060761 - Advanced Multimedia Publishing

Grade Level: 11 - 12

Credits: 1-3

Description: This hands-on course applies advanced web design, publishing, and presentation concepts through the development of sophisticated documents and projects which includes, but is not limited to: web sites, web databases, web movies, video editing and production, television productions. This course is designed around the learning goals of the instructor utilizing hardware and software available.

Content: Business

Population: General

060799 - Special Topics, Multimedia Publishing

Grade Level: 9 - 12

Credits: 1/2-1

Description: Instruction related to Multimedia Publishing but not described in above courses.

Content: Business

Population: General

Business Education - Accounting (070100)

Prepares individuals to systematize data by applying auditing principles, preparing budgets and financial statements, basic accounting elements, bookkeeping principles in real-world settings, financial management, corporate bookkeeping, advanced basic accounting, accounting cycle, depreciation, and accruals. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070122 - Financial Accounting

Grade Level: 10 - 12

Credits: 1-3

Description: The accounting principles taught in this course include an in-depth study of accounting principles, procedures, and techniques used in keeping financial records for sole proprietorships, partnerships, and corporations. There is an emphasis on automated accounting. Topics include a more analytical approach to accounting. Leadership development will be provided through FBLA

Content: Business

Population: General

070197 - Special Topics, Accounting Services

Grade Level: 9 - 12

Credits: 1/2, 1

Description: Instruction related to Accounting Services but not described in above courses.

Content: Business

Population: General

Business Education - Data Base Management (070300)

A group of instructional programs that prepare individuals to analyze and design data processing system configurations; write, test, monitor, debug, and maintain data processing programs; and operate computers and peripheral and data entry equipment. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070331 - Data Modeling

Grade Level: 9 - 12

Credits: 1/2,1

Description: Business programs; computer applications in business; programming to solve business problems; using spreadsheets and database programs; advanced applications of spreadsheet and database programs

Content: Business

Population: General

070397 - Special Topics, Data Base Management

Grade Level: 9 - 12

Credits: 1/2,1

Description: Instruction related to Data Management but not described in above courses.

Content: Business

Population: General

070399 - Web Data Management

Grade Level: 9 - 12

Credits: 1,2,3

Description: This course will allow students to use the Oracle Academy curriculum to enhance their knowledge of Data Modeling and SQL programming

Content: Business

Population: General

Business Education - Administrative Support (070600)

A group of instructional programs that prepare individuals to record and transcribe communications and to provide administrative support. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070697 - Special Topics, Administrative Support Services

Grade Level: 9 - 12

Credits: 1/2, 1

Description: Instruction related to Administrative Support Services but not described in above courses.

Content: Business

Population: General

Business Education - Information Processing (070700)

A group of instructional programs that prepare individuals to record, duplicate, and retrieve data, including classifying, sorting and filing correspondence, records, and other data. Includes instruction in shipping and receiving procedures, stock and inventory maintenance, and operation of office machines. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070743 - Advanced Computer Applications

Grade Level: 10 - 12

Credits: 1,2,3

Description: This course is designed to provide students with an advanced-level experience with practical applications through hands-on instruction. Course content will include understanding of various hardware, software, operating systems, care/operations, administrative applications, and employability skills. The software includes advance business applications using word processing, presentation, spreadsheets, database management, desktop publishing, and electronic communication. Leadership development will be provided through FBLA. Upon completion of this course, a student will be ready to take the core level tests for MOS Certification and/or the Administrative Supports Skill Standard Assessment.

Content: Computer and Technology Applications (Advanced)

Population: General

070750 - Microsoft Office Specialist (MOS)

Grade Level: 11 - 12

Credits: 1-3

Description: As an extension of Computer and Technology Applications or Advanced Computer Applications, students will have the opportunity to increase their computer skills. Advanced functions and integration of Microsoft Word, Excel, Access, and PowerPoint will be taught. Students will work toward MOS Certification in one or more of these Microsoft areas. In addition students will utilize Internet access to complete various projects.

Content: Business

Population: General

070797 - Special Topics, Information Processing Services

Grade Level: 9 - 12

Credits: 1/2,1

Description: Instruction related to Information Processing Services but not described in above courses.

Content: Business

Population: General

Business Education - Legal Office Services (070800)

A group of instructional programs that prepare students to work in a legal office.

070881 - Legal Office

Grade Level: 11 - 12

Credits: 1,2,3

Description: This course enables students to gain concepts, skills, and techniques in legal terminology and various forms used in the legal profession.

Content: Business

Population: General

070897 - Special Topics, Legal Office Services

Grade Level: 9 - 12

Credits: 1

Description: Instruction related to Data Management but not described in above courses.

Content: Business

Population: General

Business Education - Medical Office Services (070900)

A group of instructional programs that prepare students to work in with medical office records.

070971 - Medical Office

Grade Level: 11 - 12

Credits: 1,2,3

Description: This course enables students to gain concepts, skills, and techniques in medical terminology and various forms used in the medical profession.

Content: Business

Population: General

070997 - Special Topics, Medical Office Services

Grade Level: 9 - 12

Credits: 1/2,1

Description: Instruction related to Data Management but not described in above courses.

Content: Business

Population: General

Business Education - Business Technology (071000)

Provides students the opportunity to take any four credits in the business education curriculum

071097 - Special Topics, Office/Clerical Services

Grade Level: 9 - 12

Credits: 1/2,1

Description: Instruction related to any business education course but not described in above courses.

Content: Business

Population: General

Business Education - Business/Marketing Education (079000)

The career major in Business/Marketing Education is designed for students who desire to teach business and marketing at the middle or secondary levels in public or private schools

079090 - Principles of Teaching

Grade Level: 11 - 12

Credits: 1

Description: This course provides opportunities for student with an interest in teaching to develop skills, strategies, and techniques used for instruction at various grade levels. Instruction addresses the principles and procedures for promoting the physical, emotional, social, and intellectual development of children, adolescents and developmentally appropriate practices in educational settings. Students will gain work experience in classrooms with certified teachers as part of their course work. Other components include the development of a four-year post-secondary plan, salaries and benefits of a teacher, job security, and future projections of the job market. Leadership experiences will be provided through DECA. (NOTE: Teacher Certification requirements for this course: Must hold a Master's Degree with a valid teaching certificate.)

Content: Business

Population: General